

# Professional Transportation Bulletin

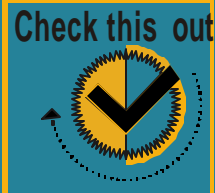
PTB 175

February 5, 2015

Statements of Interest are due before 12:00 p.m.  
on February 26, 2015  
Selection Date: April 22, 2015



**Help?**  
**INFORMATION**



**Illinois Department of Transportation**  
2300 South Dirksen Parkway, Springfield, Illinois 62764

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: April 22, 2015**

The following revisions have been made to this Professional Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of February 5, 2015.

## **State Of Illinois Contact Information**

Department Of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE** at <http://www.idot.illinois.gov/index>.

### **Professional Transportation Bulletin**

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

**Carrie Kowalski**

**Consultant Unit Chief**

E-mail: [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov) Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment  
2300 South Dirksen Parkway  
Attn: Consultant Unit  
Room 330  
Springfield, IL 62764

Regional/District Contact information.

#### **Region 1**

##### **District 1**

Mr. John Fortmann  
201 West Center Court  
Schaumburg, IL 60196

#### **Region 2**

##### **District 2**

Mr. Paul Loete  
819 Depot Avenue  
Dixon, IL 61021

##### **District 3**

Mr. Paul Loete  
700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

#### **Region 3**

##### **District 4**

Mr. Kensil Garnett  
401 Main Street  
Peoria, IL 61602

##### **District 5**

Mr. Kensil Garnett  
Route 133 West  
P.O. Box 610  
Paris, IL 61944

#### **Region 4**

##### **District 6**

Mr. Roger Driskell  
126 East Ash St.  
Springfield, IL 62704

##### **District 7**

Mr. Roger Driskell  
400 West Wabash  
Effingham, IL 62401

#### **Region 5**

Mr. Jeffrey Keirn

##### **District 8**

1102 Eastport Plaza  
Drive  
Collinsville, IL 62234

Mr. Jeffrey Keirn

##### **District 9**

State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 176	PTB 177	PTB 178	PTB 179	PTB 180	PTB 181
PUBLISH PTB	05-07-15	8-06-15	11-05-15	02-04-16	5-5-16	8-14-16
***STATEMENTS OF INTEREST ARE DUE	05-28-15	8-27-15	12-03-15	02-25-16	5-26-16	8-25-16
SELECTION MEETING	7-22-15	10-21-15	1-27-16	04-20-16	7-20-16	10-19-16

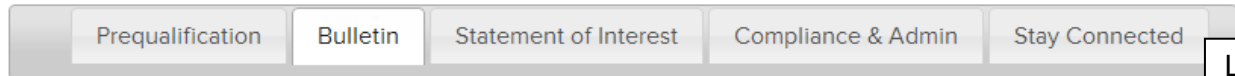
**\*\*\* STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 02-05-15 & 02-26-15 (12:00 P.M. NOON)**

**STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED.**

Only SUBMITTALS through EPAS will be considered for Professional Transportation Bulletins.

# NOTICE


Proposed Negotiation Meeting information for Items will be available under the Bulletin Tab at the following link: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>



## Bulletin

IDOT advertises for professional services four times a year via the Professional Transportation Bulletin (PTB) and makes this schedule public via the PTB Schedule (below). The PTB contains information pertaining to the advertisements for offers of interest for professional engineering, land surveying and architectural services for IDOT projects. On occasion, a special bulletin is necessary. Below you will find the active PTB as well as supplementary information. If wishing to review archived bulletins and press releases please navigate to [Resources](#).

- [PTB 172](#) 

To view the most current negotiation meeting information on particular advertised items [please click here](#) . This information has not been finalized and is subject to change. Contact the appropriate District for questions regarding a particular Item.

Link for  
negotiation  
information

### ▶ Tentative PTB Schedule

- **Region 1**
  - John Fortmann
  - District 1
    - Items 1 - 16
- **Region 2**
  - Paul Loete
  - District 2
    - Items 17 – 18
  - District 3
    - Items 19 - 22
- **Region 3**
  - Kensil Garnett
  - District 4
    - Item 23
  - District 5
    - Items 24
- **Region 4**
  - Roger Driskell
  - District 6
    - Item 25 - 26
  - District 7
    - Item 27
- **Bureau of Bridges & Structures**
  - Carl Puzey
    - Item 28

# Notice

## Documentation of Erosion and Sediment Control Training Revised 1-26-15

Effective May 10, 2013, the Illinois Department of Transportation (IDOT) issued Department Policy D&E-23 (Erosion and Sediment Control Training) which established an Erosion and Sediment Control Training requirement for engineering consultants and Department staff. Training is conducted through the Illinois Center for Transportation (ICT). The policy also established a timeframe of January 1, 2015 for consultants and staff to have training.

Three courses have been established:

- Fundamentals of Storm Water Pollution and Erosion and Sediment Control
- Erosion and Sediment Control for Designers
- Erosion and Sediment Control for Construction

To ensure D&E-23 is being fully implement, Phase II selected consultants or their sub-consultant who are signing off on all plans requiring a Storm Water Pollution Prevention Plan (SWPPP) BDE Form 2342 shall provide a copy of the ICT issued training certificate during the negotiation stage of the project for both Fundamentals of Storm Water Pollution and Erosion and Sediment Control and Erosion and Sediment Control for Designer.

Phase III selected consultants or their sub-consultant who involved with construction inspection shall provide a copy of the ICT issued training certificate during the negotiation stage of the project for both Fundamentals of Storm Water Pollution and Erosion and Sediment Control and Erosion and Sediment Control for Construction.

Individuals who have completed the Fundamentals course are considered current for an indefinite period. However, the course for Designers and Construction are considered current for a period of five years.

Lastly, other erosion control training/certification may be acceptable for consultants or their sub consultants; however, the IDOT Storm Water Committee will review any external erosion control training/certification submitted by consultants to determine if it will be accepted.

## **Navigating the web-site for Engineering Consultant Firms.**

This gives a quick overview of the website and locations of data typically used by Consultant Engineering firms.

Most information is located under the Doing Business, Procurements, Engineering, Architectural & Professional Services: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

Erica J. Borggren, Acting Secretary

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Pat Quinn, Governor

Illinois Department of Transportation

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ABOUT IDOT TRANSPORTATION SYSTEM DOING BUSINESS TRAVEL INFORMATION

Home > Doing Business > Procurements > Engineering, Architectural & Professional Services

### Doing Business

## Engineering, Architectural & Professional Services

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

In order to work for the department in this capacity, firms must first seek prequalification in specialized categories. Once prequalified a firm is eligible to submit a statement of interest on advertised projects. If selected, the firm follows department rules and regulations until fulfillment of the contractual obligation.

Prequalification Bulletin Statement of Interest Compliance & Admin Stay Connected

**Quick Links**

- Consultant Resources
- EPAS
- Highways Procurement Policy Review (HPPR)
- Industry Marketplace
- Vendor Documents System

Consultant Resources: All the highway standards, specifications etc. These are resources used to create Planning/Project Reports and Plans, Specs and estimates for roads and bridges.

EPAS: The logon Screen

HPPR: Shows for Consultant Agreements, the firm selected, number of firms interested, pertinent dates.

Industry Market Place: provides up to date data for firms related to the industry.

Vendor Documents System: Log on Screen

Erica J. Borggren, Acting Secretary
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Doing Business

About IDOT  
Transportation System  
Doing Business  
Procurements  
**Engineering, Architectural & Professional Services**  
Land Acquisition Services  
Construction Services  
Other Procurement

Engineering, Architectural & Professional Services

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

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Quick Links

Consultant Resources  
EPAS  
Highways Procurement Policy Review (HPPR)  
Industry Marketplace  
Vendor Documents System

## Prequalification

All engineering, land surveying and architectural consultants interested in providing services to IDOT, whether as a prime or subconsultant, must be prequalified with the department. IDOT prequalifies architectural/engineering consultants in multiple transportation categories of service. Prequalification is based on the firm's and the individual's professional experience and qualification. Annual updates to statements of experience and financial condition must be completed to maintain prequalification status. The process is governed by state Statute ([30 ILCS 535/1](#)).

There are approximately 400 firms prequalified with IDOT that are able to submit interest on engineering, land surveying and architectural project advertisements. Updated every Friday, the [List of Prequalified Consultants](#) and [List of Prequalified DBE Consultants](#) provides the firm name, address, DBE status, contact person, phone number, fax number and prequalified IDOT category or categories.

Outlined below is information on how your firm can become prequalified, renew their prequalification, and/or add prequalification categories:

### Prequalification

1. Review the [Description and Minimum Requirements for Prequalification](#) to select which category or categories best matches the firm's expertise.
2. Request access to IDOT's [Engineering Prequalification and Agreement System \(EPAS\)](#). Firms new to prequalification with IDOT must request an [EPAS](#) account. EPAS is a web-based database where Statements of Experience and Financial Condition (SEFC) and Statements of Interest (SOI) are submitted electronically to IDOT. To request an account:

Email [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov). Indicate your firm's interest in becoming a prequalified engineering consultant and attach the federal form, W-9.

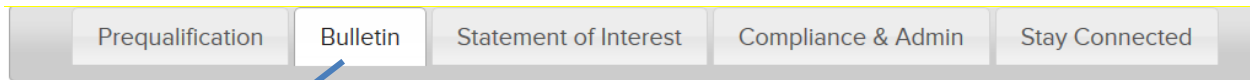
Once an account has been established, [EPAS](#) can be accessed. The [EPAS Instruction Manual](#) is also provided to assist in the navigation of the system.

Professional Transportation Bulletin 175

Published February 5, 2015



3. Submit an application: To become Prequalified, the Statement of Experience and Financial Condition (SEFC) must be completed directly in [EPAS](#) and [EPAS](#) will clarify all requirements.
4. Check status of application: Log On to [EPAS](#). Status of application will be displayed.



## Bulletin

IDOT advertises for professional services four times a year via the Professional Transportation Bulletin (PTB) and makes this schedule public via the PTB Schedule (below). The PTB contains information pertaining to the advertisements for offers of interest for professional engineering, land surveying and architectural services for IDOT projects. On occasion, a special bulletin is necessary. Below you will find the active PTB as well as supplementary information. If wishing to review archived bulletins and press releases please navigate to [Resources](#).

- [PTB 174r2](#) (revised 11-20-14)

### Negotiation Information

To view the most current negotiation meeting information on particular advertised items please [click here](#). This information has not been finalized and is subject to change. Contact the appropriate District for questions regarding a particular Item.

#### ▼ Tentative PTB Schedule

Activity	Publish PTB	Statements of Interest Due	Selection Meeting
<a href="#">PTB 173</a>	<a href="#">8/7/2014</a>	<a href="#">8/28/2014</a>	<a href="#">10/22/2014</a>
PTB 174	11/6/2014	12/4/2014	1/28/2015

## Statement of Interest (SOI)

Engineering, land surveying and architectural firm selections for PTB items are Quality Based. The review of the department's governing state statute ([30 ILCS 535/1](#)) is encouraged.

Firms interested in a project, are required to submit an SOI by the advertised due date to be considered for an advertised project. To submit an SOI:

1. Log on to the [Engineering Prequalification and Agreements System \(EPAS\)](#) and follow the prompts for requirements and review the [EPAS Instruction Manual](#).
2. Complete and upload the following forms to EPAS:
  - [BDE DISC 2 Template](#)  
Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure
  - [BDE 2900](#)  
Disclosure of Business Operations in Iran

Selection will occur on the date specified in the published PTB.

### ▼ Things to Keep in Mind While Completing a SOI

#### **Disadvantaged Business Enterprises (DBE) Goal**

IDOT strives to maintain an equitable distribution of work for its many business partners. One way to accomplish this is through the department's administration of the federally mandated DBE Program. The DBE program is intended to provide contracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals. On most projects a DBE percentage goal is required.

To view the directory of DBE firms that are certified please view the [IL UCP](#) (updated every

Location of forms etc., for use in doing an agreement contract with IDOT


Prequalification	Bulletin	Statement of Interest	Compliance & Admin	Stay Connected
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## Compliance & Administration

Selected firms will receive the name of the IDOT Project Manager who will be the sole point of contact for the contract. This section of the website organizes all relevant information needed fro the following processes.

• Agreement Execution	Administration of the Project	Policy & Procedures
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### Agreement Execution

The [Standard Agreement Provisions for Consultant Services \(SAPCS\)](#)  are incorporated into the agreement and along with the scope of services, schedule, and cost. The agreement process is initiated after the selection is made in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act.

For the requirements of a complete agreement proposal package please select the appropriate type of agreement below.

▼ Prime Agreement

In order to execute an agreement between the selected firm and IDOT, additional requirements are needed before the project can officially begin (or continue).

## **Prime Agreement:**


**1. Assemble Proposal Package for a Prime Agreement:** The following forms are required to enter into a Prime Agreement with IDOT. All forms are submitted to the assigned Project Manager unless otherwise noted below.

### ▼ Requirements


- [Direct Cost Check Sheet: BDE 436](#) 
- [Consultant Employee Utilization Form: BDE 2350](#) 
- Cost Estimate of Consultant Services Worksheets (CECS):
  - [Anniversary Cost Plus](#) 
  - [Anniversary Direct Labor Multiple \(2.85\)](#) 
  - [Anniversary Direct Labor Multiple \(2.80\)](#) 
  - [Anniversary Direct Labor Multiple](#) 
  - [Fixed Cost Plus](#) 
  - [Fixed Direct Labor Multiple \(2.85\)](#) 
  - [Fixed Direct Labor Multiple \(2.80\)](#) 
  - [Fixed Direct Labor Multiple](#) 
  - [Escalation Template](#) \*
- Draft Narrative of Project Schedule and/or Bar Chart of Project Schedule
- Draft Scope of Work (customized and emailed in Microsoft Word format)
- [Title VI-Nondiscrimination in Federally Assisted Programs: EEO 1981](#) 
- Negotiation Meeting Minutes
- [Prime Subconsultant Agreement](#)  \*\*

- Quality Assurance/Quality Compliance Plan


\*Submitted to [DOT.Escalation@illinois.gov](mailto:DOT.Escalation@illinois.gov) 

\*\*Uploaded to [Vendor Documents Database](#)  once complete proposal package is received by the department and the contract number appears under the contract listing.


#### ► Facilities Capital Cost of Money

**2. Submit Subconsultant related documentation:** The prime firm must upload subconsultant disclosure forms and copies of subconsultant agreements to the [Vendor Documents Database](#)  for each project they have been selected for.

Please note: It is the prime's responsibility to collect and upload prime and subconsultant continuing disclosures forms. These forms should be submitted starting at the end of the fiscal year (June) and should be uploaded by the beginning of the new fiscal year (July). If these requirements are not met the firm's contract will be at risk and will be contacted by the department's Procurement Office.

**3. Multi-Year Contract Certification.** The Illinois Procurement Code requires that every person who has entered into a multi-year contract and every subcontractor with a multiyear subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible Chief Procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2. To view the certifications and additional requirements of [Article 50](#) . Please fill out the form below:

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

**4. Highway Procurement Policy Review (HPPR):** To view active engineering, architectural, professional service agreements, and/or supplemental agreements please navigate to [HPPR](#) .



## **For Supplemental:**


### ▸ Supplemental Agreement

The following forms are required if an amendment is made to the Prime Agreement and is still within the advertised scope of work.


**1. Submit Proposal Package for a Supplemental Agreement:** All requirements are submitted to the appropriate Project Manager unless otherwise noted below.

#### ▸ Requirements


#### ▸ Facilities Capital Cost of Money

**2. Submit Subconsultant related documentation:** The prime firm must upload subconsultant disclosure forms and copies of subconsultant agreements to the [Vendor Documents Database](#)  for each project they have been selected for.

Please note: It is the prime's responsibility to collect and upload prime and subconsultant continuing disclosures forms. These forms should be submitted starting at the end of the fiscal year (June) and should be uploaded by the beginning of the new fiscal year (July).

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- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 









**4. Highway Procurement Policy Review (HPPR):** To view active engineering, architectural, professional service agreements, and/or supplemental agreements please navigate to [HPPR](#) .

## Administration of the Project

This section lists all forms that must be submitted by consultants throughout the contract term. Included are forms related to: (1) invoices (2) closing out a project and (3) firm changes.

### ▼ Invoices

Depending on the type of agreement, please choose the appropriate invoice to bill the department. All invoices are to be submitted to the Project Manager to get processed.

- [Cost Plus Fixed Fee: BDE 430 \(03/29/10\)](#) 
- [Cost Plus Fixed Fee Phase III: BDE 434 I \(12/20/12\)](#) 
- [CPFF with Unit Prices: BDE 433 \(03/29/10\)](#) 
- [Direct Labor Multiplier: BDE 428 \(03/29/10\)](#) 
- [Direct Labor Multiple Phase I & II: BDE 431 \(03/29/10\)](#) 
- [DLM with Unit Prices: BDE 424 \(03/29/10\)](#) 
- [Lump Sum: BDE 426 \(03/29/10\)](#) 
- [Specific Hourly Rate: BDE 427 \(4/06\)](#) 
- [S.U.E. formerly BDE 2545: BDE 429 \(03/29/10\)](#) 

### ► Firm Changes

### ► Closing out a Project

**Stay connected allows firms to sign up or opt out of receiving data regarding Consultant Related Issues.**

Prequalification

Bulletin

Statement of Interest


Compliance & Admin

Stay Connected

## Stay Connected


The website is IDOT's primary way of doing business. The subscription server emails are an added courtesy the department provides. By subscribing you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin directly via the email you enter.

### Instructions to Subscribe

1. Prepare and send an email to the IDOT Subscription Server by using the following email address [subscribe-dot-ptb@lists.illinois.gov](mailto:subscribe-dot-ptb@lists.illinois.gov) .
2. A confirmation email will be sent to the subscriber with instructions.

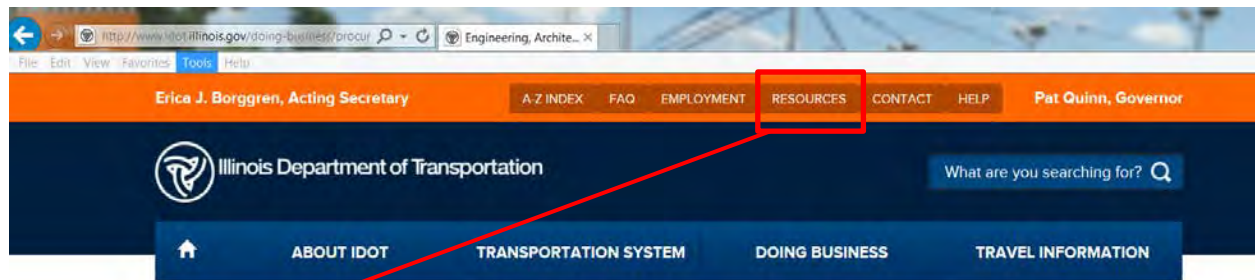


### Instructions to Unsubscribe

1. Prepare and send an email to the IDOT Subscription Server by using the following email address [unsubscribe-dot-ptb@lists.illinois.gov](mailto:unsubscribe-dot-ptb@lists.illinois.gov) .



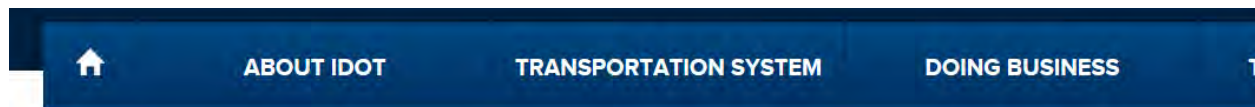
Using the Top Orange Ribbon:



Go to Resources, under Archives are the previous Professional Transportation Bulletin and selected consultants

## Resources

This page is designed to help our visitors and users find a comprehensive list of manuals/guides, forms, reports etc. without having to access individual pages within the four main areas on the primary navigation of the site.



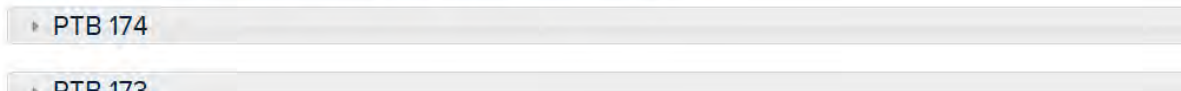
[Resources Home](#) | [Archives](#) | [Professional Transportation Bulletin Archives](#) | [Transportation](#)

## Professional Transportation Bulletin Archives



The following is a collection of past professional transportation bulletins advertised by IDOT. Contained below by year Transportation Bulletin and press releases. To view the current professional transportation bulletin navigate to [Engineer Professional Services: Bulletin](#).




### 2014 Archived Bulletins & Press Releases



Under Resources, Forms go to “D” and the Bureau of Design & Environment forms are located there.


Illinois Department of TransportationWhat are you searching for? 

ABOUT IDOTTRANSPORTATION SYSTEMDOING BUSINESSTRAVEL INFORMATION


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## Resources


This page is designed to help our visitors and users find a comprehensive list of manuals/guides, forms, reports etc. without having to access individual pages within the four main areas on the primary navigation of the site.




Archives



Forms



Manuals & Guides








Standards

A | B | C | **D** | L | M | O | P | Q | S | T

## Forms

The following is a complete list of forms in accordance to the alphabet letter chosen above. The following are in order by Division/Office and for number.

### ▾ Design and Environment

- [BDE 124: Request for Authorization to Bid/or Not For Bid Status \(08/20/14\)](#) 
- [BDE 213: Estimate of Cost \(4/01/10\)](#) 
- [BDE 220A: Estimate of Time Required \(2/14/08\)](#) 
- [BDE 2289: Cultural and Natural Resources Review of Borrow Areas \(1/30/12\)](#) 
- [BDE 2290: Waste/Use Area Review \(3/7/12\)](#) 

# Introduction

**STATE OF ILLINOIS**  
Department of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

## **PROFESSIONAL TRANSPORTATION BULLETIN #175** **Publish February 5, 2015**

This bulletin is the official notice of needed professional services for the Illinois Department of Transportation (IDOT).

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: <http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification>.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project through the Engineering and Prequalification Agreement System (EPAS).

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

**STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT, VIA EPAS, PRIOR TO 12:00 P.M. LOCAL TIME, February 26, 2015. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.**

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

# Information for Submitting Statements of Interest (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project.

All interested firms must submit through the Engineering Prequalification and Agreement System (EPAS). This includes specialty firms, for items in the Professional Transportation Bulletin that do not have prequalification categories, i.e. firms not prequalified in the established prequalification categories; typical items are painting, manual rewrites, steel fabrication inspection, specific testing, etc. These firms must contact [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov) to establish and account.

The EPAS instruction manual is located on the IDOT Website under Doing Business, Procurements, (Engineering, Architectural & Professional Services), and then under Prequalification and also under Statement of Interest,: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

Information to consider when submitting:

- A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- Color graphics/photographs, charts, graphs etc. can be used at your discretion. Make applicable to the requested advertisement.
- **Exhibit A** is used to give a snap shot of the firm's proposed staff as follows:
  - List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
  - QC/QA personnel must be different individuals than the staffing, which prepared the documents.
  - Attach resumes of all key personnel listed in the SOI. It is recommended that individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
  - Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
  - Identify proposed subconsultants, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement list the DBE subconsultant(s), work the firm will be performing, and estimated % of the work. All Subconsultants must be prequalified in the area of work they will be performing.
  - Include Mentor Protégé data if participating.

# Information for Submitting Statements of Interest (SOI)

- **Exhibit B** is required for Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) EPAS prompts the user to complete form B when it is required.
- Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- The Current Obligation's information is an on line application in EPAS. It must be completed before you submit the Statements of Interest.
- Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure The Disclosure Forms are a separate document and one set for each prime is submitted. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- The Delinquent Debt is generated in the EPAS system and is submitted as a separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
- The Disclosure of Business Operations in Iran is also a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- Exhibit A, Exhibit B (when applicable), the Current Obligations, Disclosures A & B, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are required to be considered.

**Note: Actual signatures are required on the documents. Documents without actual signatures will be returned.**

# PROFESSIONAL TRANSPORTATION BULLETIN

## REQUIRED FORMS

### FOR

### STATEMENT OF INTEREST SUBMITTAL

The information in all forms is required as part of all Statement of Interest submittals. The New EPAS application has the ability to include all the required information. Some forms are attached, some data is entered into EPAS directly to generate the data for the form, and some data is entered directly and replaces the form. There is an EPAS Instruction Manual for your use and can be used when completing the SOI in EPAS.

Please review the EPAS manual instructions for the submittal process.

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

- The BDE Current Obligations is completed in EPAS; it is not a separate document.
- The Delinquent Debt is generated in EPAS based on the Statements of Interest applications is required to be completed by prime and subs and attached in the EPAS application.
- The Disclosure forms A & B are submitted via EPAS. The form is required to be completed and attached separately and then attached in the EPAS Application.
- The Disclosure of Business Operations in Iran BDE Form (BDE 2900), the form is required to be completed and attached separately and then attached in the EPAS Application.

Required forms are located at <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index> under the Statement of Interest Tab.

**All signatures are required to be actual signatures.**

**Forms without an actual signature will be returned.**

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### **PTB 175**

<b><u>Item</u></b>	<b><u>County</u></b>	<b><u>Description</u></b>
<b><u>Region 1/District 1</u></b>		
1.	Cook	Job No. C-91-123-15, I-55 (Stevenson Expressway): I-94 (Dan Ryan Expressway) to US 41 (Lake Shore Drive) Inbound Bridges, Phase III Project
2.	Various	Job No. P-91-226-15, Various Phase I Projects
3.	Various	Job No. D-91-216-15, Various Traffic Signal Projects Consisting Primarily of Traffic Signal Coordination & Timing (SCAT) with Intersection Monitoring
4.	Various	Job No. C-91-228-15, Various Quality Assurance Aggregate/HMA/PCC Projects
5.	Various	Job No. P-91-225-15, Various Phase I Projects
6.	Lake	Job No. D-91-239-15, IL 132 from Oak Lane Drive to McKinley Avenue, Phase II Project
7.	Various	Job No. D-91-236-15, Various Storm Water Pump Stations, Phase II Project
8.	Various	Job No. C-91-230-15, Various Bridge Painting Inspections
9.	Lake	Job No. D-91-227-15, US 45/IL 21, IL 60 (Townline Road) to IL 22 (Half Day Road), Various Land Surveys
10.	Kane	Job No. C-91-235-15, IL 72 at Big Timber Road, Phase III Project
11.	Various	Job No. P-91-224-15, Various Phase I Projects
12.	Cook	Job No. D-91-202-15, I-94 at Old Orchard Road, Phase II Project
13.	Cook	Job No. C-91-124-15, IL 171 (Archer Ave): 47 <sup>th</sup> St. to 55 <sup>th</sup> St. Bridge Complex at I-55, Phase III Project
14.	Cook	Job No. C-91-229-15, US 14 (Northwest Highway); US 45 to Miner Street, Phase III Project
15.	Cook	Job No. D-91-113-15, FAP 343 (IL 53, IL 68) from US 12 (Rand Road) to Kennedy Drive/ Frontage Road, Phase II Project
16.	Various	Job No. C-91-231-15, Phase III Various Projects
<b><u>Region 2/District 2</u></b>		
17.	Various	Job No. P-92-022-14, Various Phase I/II Projects
18.	Various	Job No. P-92-019-14, Various Survey Projects
<b><u>Region 2/District 3</u></b>		
19.	Various	Job No. C-93-061-15, Various Phase III Projects



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### **PTB 175**

<b><u>Item</u></b>	<b><u>County</u></b>	<b><u>Description</u></b>
<b><u>Region 2/District 3-continued</u></b>		
20.	Various	Job No. C-93-060-15, Various Phase III Projects
21.	Various	Job No. C-93-059-15, Various Phase III Projects
22.	Various	Job No. P-93-017-15, Project Management (PM) Work for Various Local Roads Projects
<b><u>Region 3/District 4</u></b>		
23.	Warren/ Henderson	Job No. C-94-034-11, Construction Inspection for IL 116 from west of Media to US 67
<b><u>Region 3/District 5</u></b>		
24.	Champaign	Job No. D-95-026-15, Interchange Reconstruction at I-74/I-57, Phase II Project
<b><u>Region 4/District 6</u></b>		
25.	Scott / Pike	Job No. D-96-035-15, FAP 75 7 (IL 100 / IL 106) over the Illinois River at Florence, Phase I Engineering services which include Context Sensitive Solutions (CSS) for Structure Replacement
26.	Various	Job No. P-96-200-16, Local Roads Project Management (PM) Services for Various Projects
<b><u>Region 4/District 7</u></b>		
27.	Various	Job No. D-97-032-10, Various Phase I/II Projects
<b><u>Bureau of Bridges &amp; Structures</u></b>		
28.	Various	Job No. C-30-009-15, Structural Steel Shop Fabrication Inspection, Statewide



1. **Job No. C-91-123-15, I-55 (Stevenson Expressway): I-94 (Dan Ryan Expressway) to US 41 (Lake Shore Drive) Inbound Bridges, Phase III Project, Cook County, Region One/District One.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 7, 2015, at 8:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement I-55 (Stevenson Expressway): I-94 (Dan Ryan Expressway) to US 41 (Lake Shore Drive) Inbound Bridges. Work includes, but is not limited to, removal, replacement, widening and reconstruction of the existing 3 inbound bridge structures located within the I-55 and US 41 interchange in the City of Chicago, Cook County. The project limits extend from Prairie Ave, just east of I-94 (Dan Ryan Expressway) to US 41 (Lake Shore Drive) along I-55 (Stevenson Expressway), spanning over Martin Luther King, Jr. Drive and the Metra & CN Railroad corridor. The project limits along US 41 (Lake Shore Drive) extend from just about 1,000 feet north of 31st Street to 23rd Street. The work includes roadway lighting, surveillance and cameras installation, overhead signing, interstate signing and pavement reconstruction within the project limits using 9.75 inch PCC jointed pavement and shoulders. The bridges will generally stage construction with minimal potential detour for the East to South Ramp structure. Three new concrete retaining walls will be constructed adjacent to the bridge locations. Landscaping will be provided within the interchange areas. Railroad coordination and work will be required to complete the relocation of the RR facilities started in a previous contract. All incidental and collateral work necessary to complete the improvement.

The following structures may be included:

S.N. 016-1500 (NB I-55 inbound over Moe Drive and Martin Luther King, Jr. Drive)

S.N. 016-1502 (Ramp bridge I-55 EB to SB US 41 (Lake Shore Drive)

S.N. 016-1503 (I-55 Ramp EB to NB US 41 (Lake Shore Drive)

S.N. 016-0766 (NB I-55 over Martin Luther King, Jr. Drive and Moe Drive)

S.N. 016-0773 (Ramp EB I-55 to SB US 41 (Lake Shore Drive)

S.N. 016-0778 (Ramp EB I-55 to NB US 41 (Lake Shore Drive)

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies.

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2017 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired)
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

2. **Job No. P-91-226-15, Various Phase I Projects, Various Routes, Various Counties, Region One/District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2015 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. The work may include new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. In addition, the Consultant may be required to assist the District with the management of an ADA Transition Plan. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the Consultant Studies Unit Head. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, project reports anticipated to be processed as Categorical Exclusions, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants. The Consultant should have sufficient trained staff familiar with ADA/PROWAG requirements to be able to assist the District with field data collection as well as manage, process, and monitor data collected and incorporate it into a coherent GIS and/or IRIS compatible database.

The cumulative cost of construction of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 96 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the work in the area of preparing structural concepts (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person in charge of CSS/Public Involvement procedures. Include a detailed description of CSS/Public involvement work he/she has directed involving facilitation of community advisory group meetings, public meetings and public hearings; organizing work groups and press conferences; drafting press releases and property owner contact letters, etc.

The prime firm must be prequalified in the following categories to be considered for this project:

**Location/Design Studies (Reconstruction/Major Rehabilitation)**  
**Structures (Highway: Typical)**  
**Special Studies (Location Drainage)**  
**Special Studies (Traffic Studies)**  
**Hydraulic Reports (Waterways: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

3. **Job No. D-91-216-15, Various Traffic Signal Projects Consisting Primarily of Traffic Signal Coordination & Timing (SCAT) with Intersection Monitoring, Bureau of Traffic Operations, Various Routes, Various Counties, Region One/District One.**

**This project requires 10% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants of the prime Consultant are scheduled to attend an initial meeting on **April 29, 2015 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for developing traffic signal coordination and timing for various systems located in District One and additional signal operation complaints. Consultants may also be required to perform traffic signal design and traffic studies as assigned by the District's Traffic Program Engineer. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with manuals, plans, and/or other pertinent available information.

The Consultant's work includes accomplishment of one or more of the following tasks per Work Order for each selected location:

- After a Work Order has been assigned, the Consultant shall have two (2) weeks to implement a functional interim Time-of-Day operation program.
- Monitoring – Responsible for the monitoring of all the existing systems and submitting weekly reports detailing problems and errors in the database.
- Data Collection - Field collection of traffic counts, turning movements, signal phasing, signal timings, equipment inventory, and other data needed to quantify existing operating conditions and determine signal optimization alternatives.
- Data Analysis - Using Synchro computer modelling, run the database for each of the selected locations. Recommendations for optimal signal operation plans will be generated utilizing the existing signal equipment and equipment with minor recommended enhancements using the existing signal phasing and recommendations for improving signal phasing. Engineering judgment will be used to select the final plan to be recommended for implementation.
- Implementation - The approved Time-of-Day optimization plan will be placed in operation with any necessary fine-tuning adjustments. The Traffic Responsive Program shall then be implemented and fine-tuned.
- Evaluation - A study of the effectiveness of the optimization plan will be conducted. Benefits will be estimated in terms of travel delay reductions, fuel savings, and reduction of carbon monoxide emissions. Recommendations for further enhancements to the optimization plan and/or equipment modifications may be requested for locations where the operation is still unsatisfactory.
- Field observation of signal operations – Identify operational problems, suggest corrective action and provide response to the complaint.
- Assist the Department in the evaluation of traffic signal operation objectives, needs and traffic demand to determine if other signal control technologies are appropriate.

- Perform other tasks such as signal design and traffic studies as assigned by the District's Traffic Program Engineer.

The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work necessary to prepare traffic signal coordination and timing optimization plans.
- The person who has the necessary experience with traffic signal equipment and who will recommend equipment enhancements, implementation of the optimization plans, recommend any fine-tuning adjustments and will identify corrective action to address operational complaints.
- The person who conducts the evaluation of the optimization plans.
- The person(s) who is(are) responsible for establishing parameters for traffic adjusted operation of closed-loop signal systems, the methodology used in establishing traffic adjusted optimization, and a listing of prior traffic adjusted programs recently implemented by the individual(s). The individual(s) must demonstrate through current experience in District One optimization along with the ability to set-up a closed-loop traffic responsive system using both volume and occupancy settings. The individual(s) must demonstrate recent District One experience in the development of traffic signal coordination and timing, utilizing the District's standard traffic controllers: Eagle/Siemens and Econolite/Aries.
- The person who will perform QC/QA review work of all final and milestone submittal documents.
- The person(s) who is(are) responsible for managing, operating, and analyzing of traffic signal system monitoring software and providing weekly reports. Individual(s) must demonstrate recent District One experience in signal system monitoring.

Statements of interest must also include the Consultants' relevant District One SCAT projects, do not list more than 10 projects, completed by the firm within the past 5 years by members of the Consultant's current key personnel listed above.

The prime firm must be prequalified in the **Special Studies [Signal Coordination & Timing (SCAT)]** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

4. **Job No. C-91-228-15, Various Quality Assurance Aggregate/HMA/PCC Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled attend an initial meeting on **April 29, 2015 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles (RAS) testing, pipe and precast producers and prestressed and precast producers. Services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites, Independent Assurance sampling and testing for the Department for both HMA and PCC according to Federal guidelines at both plants and jobsites on as as-needed basis. Additional services and responsibilities include quality assurance inspection of prestressed and precast producers at both plants and jobsites on an as-needed basis. The project includes Complete Quality Assurance Testing in accordance with The Standard Specifications for Road and Bridge Construction, *Manual for Fabrication of Precast Prestressed Concrete Products*, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and any appropriate contract special provisions and plan notes or details. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with daily assignments to various construction jobsites, bituminous or concrete plants, quarry field offices, District Lab facilities and pre-stressed and precast facilities and various producers and suppliers of structural steel and miscellaneous materials.

The Consultant's work includes plant and on-site inspections, sampling and material testing. The Consultant will carry out quality assurance duties as defined in the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products*, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and the Consultant agreement. The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products*, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3

The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

The Liaison Engineer who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).

- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level 1, Level 2 and Level 3 (HMA and PCC) Certified Testing Technicians.
- ACI Grade 1 and PCI Level 1 and Level 2 Certified Testing Technicians.

- The Materials QA Technician.
- Structural Steel and Miscellaneous Materials Source Inspector
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Class**)

The prime firm must be prequalified in the following categories to be considered for this project:

**Special Services (Quality Assurance: QA HMA & Aggregate)**

**Special Services (Quality Assurance: QA PCC & Aggregate)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).



5. **Job No.P-91-225-15, Various Phase I Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2015 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. The work may include new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. In addition, the Consultant may be required to assist the District with the management of an ADA Transition Plan. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the In-House Studies Unit Head. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants. The Consultant should have sufficient trained staff familiar with ADA/PROWAG requirements to be able to assist the District with field data collection as well as manage, process, and monitor data collected and incorporate it into a coherent GIS and/or IRIS compatible database.

The cumulative construction cost of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 96 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

**Location/Design Studies (Reconstruction/Major Rehabilitation)**  
**Structures (Highway: Typical)**  
**Special Studies (Location Drainage)**  
**Special Studies (Traffic Studies)**  
**Hydraulic Reports (Waterways: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

6. **Job No. D-91-239-15, IL 132 from Oak Lane Drive to McKinley Avenue, Phase II Project, Lake County, Region One, District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 30, 2015 at 1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for improvements to IL 132 from Oak Lane Drive to McKinley Avenue. The Consultant's work is expected to consist of preparing plans, specifications, and cost estimates. The improvement consists of replacing the existing dry land bridge to provide a three-lane cross section along IL 132 from Oak Lane to McKinley Avenue, reconstruction of the roadway to provide one lane in each direction, painted median, curb and gutter, and pedestrian and bicyclist accommodations. This project is located in Lake Village.

The Consultant's work is also expected to include surveys and may include geotechnical engineering services. Consultant may have to create and/or maintain a website for the project.

The department will furnish the Consultant with project report, hydraulic report, location drainage study, pavement design, available microfilm plans, any available data, and existing developed contract plans.

The estimated construction cost for this project is \$6,093,000. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and preparation of the Roadway Geotechnical Report (RGR) (must be an Illinois Licensed Professional Engineer).
- The person who will be in-charge of surveys (must be an Illinois Licensed Professional Land Surveyor).
- The person who will be in charge of traffic signals (must be an Illinois Licensed Professional Engineer).

- The person who will be in charge in the area of structure plan preparation (must be an Illinois Licensed Professional Structural Engineer).

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Structures (Highway: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

7. **Job No. D-91-236-15, Various Storm Water Pump Stations, Phase II Project, Various Counties, Region One, District One.**

**This project requires 15% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultants who is selected for this project, and all subconsultants the prime Consultant will be using, are scheduled to attend an initial meeting on **April 30, 2015** at **1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of plans, specifications and cost estimates to facilitate the protection, rehabilitation, and construction of electromechanical and/or electrical systems associated with the Department's facilities, primarily limited to Storm Water Pumping Stations. The work may involve equipment or property survey, architectural, plumbing, HVAC, telecommunications, SCADA systems, motor control, miscellaneous site work, structural engineering and some Phase III review of shop drawings and product data. The work will be performed on an individual work order basis and may include the verification of work by others for the suitability as final documents for construction. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant is also expected to review and prepare plans to ensure that all plans are within the framework of the Department's policies and procedures, local agency's requirements; and all applicable manuals and schedules.

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of Drainage Report (must be a Illinois Licensed Professional Engineer)
- The person who will perform the QC/QA review work of all milestone submittal documents (must be a Illinois Licensed Professional Engineer and must be a Illinois Licensed Structural Engineer for structural work with adequate plan review experience)

The prime firm must be prequalified in the following categories to be considered for this project

**Special Studies (Pump Station)**  
**Special Services (Mechanical)**  
**Special Services (Architecture)**

### **Special Services (Electrical Engineering)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

8. **Job No. C-91-230-15: Various Bridge Painting Inspections, Phase III, Various Routes, Various Counties, Region One/District One.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 07, 2015 at 2:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required for the supervision, inspection, and documentation of various painting and inspection contracts. Work includes, but is not limited to, providing contract supervision/inspection for various painting and inspection contracts as requested by the District.

The Consultant will furnish approved engineer/technician(s) to act as Resident Engineer/Inspector(s) on assigned projects. The Consultant will perform on-site inspection, maintain documentation, and submit pay estimates, change orders, and any other duties that would require the services of an engineer/technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

The Consultant will be required to furnish a laptop computer equal to the latest type used by the department for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

The department will furnish the Consultant with site specific plans and specifications per project, the existing special provisions, the 2007 Standard Specifications for Road and Bridge Construction, the 2011 Supplemental Specifications, any other available paint data, and a contact person(s) to act as a liaison between the Consultant and the department.

The Consultant is required to have the following:

- Five years of experience in construction management and inspection services during surface preparation and coating application.
- Three years of experience in environmental and worker monitoring on industrial lead paint removal projects.
- Documented and acceptable quality control procedures.
- All necessary equipment to provide or accomplish the above mentioned tasks.

The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- Project Manager, the person who will assume the duties of the Project Manager for all aspects of the work must be an Illinois Registered Professional Engineer.
- Project Engineer, the person performing the duties of the Project Engineer must be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3.
- Resident Liaison Engineer, the person performing the duties of the Resident Liaison Engineer shall be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3 or shall possess similar experience and knowledge.

- Inspectors (2 to 4) – The persons performing the duties of the Inspector must be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3.
- The Documentation Engineer/Technician (1) - (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class, Documentation of Contract Quantities.**

Statements of Interest must also include the following:

- Your firm's experience with this type of work, including the firm's experience in construction management and inspection and in environmental work and worker monitoring.
- Your firm's techniques for completion of this work.
- Names of key personnel along with resumes indicating qualifications including the registered Professional Engineer in charge of the project, the person who will act as project Engineer and the name(s) of the NACE Certified Coatings Inspector(s) who will act as Resident Liaison Engineer/Technician(s). (Exhibit A)
- A statement of your firm's ability to do the work in-house, or if necessary, what work you would need to subcontract.
- Name, location, and accreditation of laboratory to be used.
- A statement of your firm's ability to perform the work within the time-frame described above.
- The firm's quality assurance and quality control plan.
- Firm's calculated burden and overhead rate.
- Name and phone number of the contact person in your organization.

Statements of Interest, including resumes of the key people, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS). Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov).



9. **Job No. D-91-227-15, US 45/IL 21, IL 60 (Townline Road) to IL 22 (Half Day Road), Land Surveys, Lake County, Region One/District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 27, 2015 at 9:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for surveying services to prepare Land Acquisition documents for approximately 270 parcels along US 45/IL 21 from I-60 (Townline Road) to IL 22 (Half Day Road). Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work may also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

10. **Job No. C-91-235-15, IL 72 at Big Timber Road, Phase III Project, Kane County, Region One/District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 7, 2015 at 1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required for the improvement of IL 72 at Big Timber Road. Work includes, but is not limited to, reconstruction and realignment of IL 72, widening, and resurfacing of Big Timber Road. Left turn lanes will be constructed on all four legs of the intersection in addition to one through lane in each direction. IL 72 will be reconstructed using full depth hot-mix asphalt pavement, and Big Timber Road will be widened using hot-mix asphalt base course and resurfaced using hot-mix asphalt surface course. New hot-mix asphalt shoulders throughout the project limits and various location pavement patching, a new traffic signal will be installed at the intersection, lighting is not anticipated to be included, grading new ditches and installation of various pipe culverts. Final thermoplastic pavement markings will be installed, along with new seed and trees throughout the project limits. The project will be staged during construction and one lane of traffic per direction will be open at all times. A full closure and detour is not required. All collateral and incidental work necessary to complete the project as shown on the plans and described herein.

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish an Assistant Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date is October 31, 2016. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project

Key personnel listed on **Exhibit A** for this project must include:

- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred) The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (Prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- Survey Chief

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

11. **Job No.P-91-224-15, Various Phase I Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2015 at 8:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. The work may include new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. In addition, the Consultant may be required to assist the District with the management of an ADA Transition Plan. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the In-House Studies Unit Head. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants. The Consultant should have sufficient trained staff familiar with ADA/PROWAG requirements to be able to assist the District with field data collection as well as manage, process, and monitor data collected and incorporate it into a coherent GIS and/or IRIS compatible database.

The cumulative construction cost of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 96 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

**Location/Design Studies (Reconstruction/Major Rehabilitation)**  
**Structures (Highway: Typical)**  
**Special Studies (Location Drainage)**  
**Special Studies (Traffic Studies)**  
**Hydraulic Reports (Waterways: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

12. **Job No. D-91-202-15, I-94 at Old Orchard Road, Phase II Project, Cook County, Region One, District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 30, 2015 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for improvements to I-94 at Old Orchard Road. The Consultant's work is expected to consist of preparing plans, specifications, and cost estimates. The improvement consists of superstructure replacement and substructure rehabilitation. The proposed work includes repairing spalling and delaminations on the abutments and piers including the entrance ramp on the north side of the bridge, replacing settled east abutment slope wall panel, demolishing existing superstructure, concrete deck slab, widening of the existing bridge cross section, removing the south exit ramp structure, and raising of the vertical clearance. This project is in the Village of Skokie.

The Consultant's work is also expected to include surveys and may include geotechnical engineering services. Consultant may have to create and/or maintain a website for the project.

The department will furnish the Consultant with project report, hydraulic report, location drainage study, pavement design, available microfilm plans, any available data, and existing developed contract plans.

The estimated construction cost for this project is \$7,860,000. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and preparation of the Roadway Geotechnical Report (RGR) (must be an Illinois Licensed Professional Engineer).
- The person who will be in-charge of surveys (must be an Illinois Licensed Professional Land Surveyor).

- The person who will be in charge of traffic signals (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge in the area of structure plan preparation (must be an Illinois Licensed Professional Structural Engineer).

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Structures (Highway: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

13. **Job No. C-91-124-15, IL 171 (Archer Ave): 47<sup>th</sup> St. to 55<sup>th</sup> St. Bridge Complex at I-55, Phase III Project, Cook County, Region One/District One.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 7, 2015, at 9:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for improvement of IL 171 (Archer Ave): 47<sup>th</sup> St. to 55<sup>th</sup> St. Bridge Complex. Work includes, but is not limited to, pavement patching, resurfacing with polymerized hot-mix asphalt, realignment and shoulder widening, guardrail improvements, sign replacements and lighting, rehabilitation and/or widening for twelve (12) structures, drainage improvements, ditch restoration, placement of pavement markings, bridge approach pavement connectors, removal of existing structures and any collateral and incidental work necessary to complete the project as shown on the plans and described herein.

The following structures may be included:

- S.N. 016-1197 (Retaining Wall South of 47<sup>th</sup> Street)
- S.N. 016-0671 (Retaining Wall Joliet Road to 50<sup>th</sup> Street)
- S.N. 016-1006 (NB First Avenue Over Joliet Road)
- S.N. 016-2454 (NB First Avenue Over AT & SF RR)
- S.N. 016-2456 (NB First Avenue Over Des Plaines River Valley)
- S.N. 016-0987 (SB I-55 Ramp to NB First Avenue)
- S.N. 016-0985 (NB First Avenue Over Des Plaines River)
- S.N. 016-0487 (NB First Avenue Over Sanitary & Ship Canal)
- S.N. 016-2408 (NB First Avenue to NB I-55 Ramp Over Ship Canal)
- S.N. 016-0489 (NB First Avenue Over ICG RR)
- S.N. 016-0485 (Old NB First Avenue Over I-55)
- S.N. 016-1511 (New NB First Avenue Over I-55)

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies.



The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2015 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired)
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

14. **Job No. C-91-229-15, US 14 (Northwest Highway); US 45 to Miner Street, Phase III Project, Cook County, Region One/District One.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 7, 2015 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required for the improvement of US 14: (Northwest Highway) US 45 to Miner Street. Project includes, but is not limited to, improvements consisting of pavement patching, hot-mix asphalt surface removal, resurfacing with polymerized leveling binder and HMA surface course, detector loop replacement, driveway replacement, CB/Inlet Adjustment, CB/Inlet reconstruction, frames and lids adjustments, curb and gutter replacement, sidewalk replacement, structures cleaning, thermoplastic pavement marking, raised reflective pavement markers, and any collateral and incidental work necessary to complete the project as shown on the plans and described herein.

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the prime Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project. The construction contract must be completed within 60 working days after notice to proceed is given.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (Registered Professional Engineer in the State of Illinois is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must

be ICORS trained. **Include the Documentation Certificate Number IDOT Documentation of Contract Quantities)**

- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (Prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

15. **Job No. D-91-113-15, FAP 343 (IL 53, IL 68) from US 12 (Rand Road) to Kennedy Drive/ Frontage Road, Phase II Project, Cook County, Region One, District One.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 29, 2015 at 10:00 A.M.** at the Region One District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications and cost estimates (English units) for the improvement of IL 53/IL 68 from US 12 (Rand Road) to Kennedy Drive/Frontage Road. The improvement is to include the installation of a raised median along IL 53/IL 68, and installation of a southbound right turn lane at the intersection of IL 53/IL 68 @ US 12 intersection, installation of left turn lanes on Kennedy Drive and Frontage Road, improvements to the traffic signals at the intersection of IL 53/IL 68 @ US 12 intersection, and installation of sidewalk along Frontage Road and at locations where gaps currently exist. The improvement also includes widening, resurfacing, and modifying the profile of the intersection. This project is located in the Village of Palatine.

The department will furnish the Consultant with available microfilm plans, Project Report, Location Drainage Studies, and any other available information.

The estimated construction cost for this project is \$3,300,000. The Consultant's work includes preparation of contract plans, specifications, and estimates, including maintenance of traffic plans and all other work required to complete the project. The completion date for this contract will be 12 months after authorization to proceed.

Key Personnel listed in **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer).
- The person who will perform QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Engineer for roadway work, with adequate plan review experience).

The prime firm must be prequalified in the **Highways (Roads & Streets)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

16. **Job No. C-91-231-15: Phase III Various Projects, Various Routes, Various Counties, Region One/District One**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 7, 2015 at 3:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to assist department resident engineers/technicians on various construction projects throughout the District. Four (4) to eight (8) engineers and /or engineering technicians are anticipated to be required during the 2015 and 2016 construction seasons. Typical assignments would include but are not limited to, general construction inspection, project finalization, and documentation, including PCC & bituminous concrete paving operations, drainage, patching, bridge structures, bridge painting/inspection and providing general assistance as a member of a field crew. Surveys and layout services may be required. This work may be in either English or metric units.

The department will furnish the Consultant with contract plans and specifications.

The Consultants work includes but is not limited to providing staff, cell phones and vehicles for personnel use on construction sites and for traveling between projects. The duration of time spent at a single location would vary as a function of work assignment needs.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the prime Consultant, and sub-consultant(s) will disclose all current relationships with contractors.

The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, the Department Construction Manual and documentation and in inspection procedures. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- Project Manager
- Inspectors (A current IDOT Construction Documentation Certificate is desired)

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

17. **Job No. P-92-022-14, Various Phase I/II Projects, Various Routes, Various Counties, Region Two/District Two.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 29, 2015 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I and/or II engineering services are required for various projects throughout District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Phase I work may consist of conducting route surveys, hydraulic surveys, hydraulic analyses, geometric studies, and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analyses, type, size and location (TS&L) drawings, structure plans, and other related work and exhibits necessary to produce the Project Report.

The Phase II work may consist of conducting surveys, hydraulic analyses, geometric studies, and preparation of type, size and location (TS&L) drawings, structure plans, roadway plans, and any other related work to complete final plans, special provisions, and estimates.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, and/or new roadway projects. The engineering sources required may consist of only a portion of the total engineering work on a certain project.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, and other information.

The estimated construction cost for these projects may range from \$200,000 to \$4,000,000. It is anticipated that this contract will include approximately 3 to 15 different projects. The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibits A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Professional Licensed Surveyor). Surveying prequalification category requirement may be completed by Prime and/or Subconsultant.
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Structures (Highway: Typical)**  
**Special Studies (Location Drainage)**  
**Location/Design Studies (Rehabilitation)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).



18. **Job No. P-92-019-14, Various Survey Projects, Various Routes, Various Counties, Region Two/District Two.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2015 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I engineering services are required to furnish various surveys throughout District Two. Work is anticipated to include field office assistance for surveys to establish or re-establish section corners, reference said corners to centerlines, preparation of a cover sheet, Right-of-Way Plats, Easement Plats, Premise Plats, legal descriptions, Monument Record Plats (copies of recorded Monument Record Plats to be furnished by the Consultant), section Corner Plat of Survey, and staking plans for projects of approximately 20 parcels. Work orders under the blanket agreement will be negotiated and authorized by the department on as as-needed basis.

In addition, the Consultant selected may perform survey functions, including, but not limited to horizontal and vertical control for aerial mapping projects and topographic surveys. The Consultant may be required to contact local land surveyors for their input and may be expected to obtain historic survey reference data.

The department will furnish the Consultant with alignment data, Title Reports, Existing Right-of-Way Plats, and Proposed Right-of-Way requirements when available.

The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Professional Land Surveyor).
- The person who will perform/supervise the work in the area of surveying (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project:

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

19. **Job No. C-93-061-15, Various Phase III Projects, Various Routes, Various Counties, Region Two/District Three.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 29, 2015** at **1:00 P.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering services are required for construction inspection, PCC/HMA quality assurance inspection, and prestress/precast quality assurance inspection as captioned below.

Phase III engineering services are required for the inspection, supervision, construction layout, field material testing (all field material testing will be completed with IDOT equipment) and field inspection for roadway rehabilitation throughout District 3. The various types of jobs are anticipated to consist of route and seal, patching, traffic signals, landscaping, milling and resurfacing, bridge repair and replacement, concrete pavement, and pavement marking. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Laboratory testing of materials will not be required.

The Consultant will be asked to furnish inspectors on these projects. The Consultant is expected to perform onsite inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The inspectors should be knowledgeable in the use of the department's documentation tracking system (ICORS).

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub consultants on the sample project or on material coming in from the same plant is prohibited. At the negotiations meeting, the prime Consultant, and sub-consultant(s) will disclose all current relationships with contractors.

In addition, the Consultant may be asked to provide aggregate, concrete, and/or Hot Mix Asphalt (HMA) lab inspectors to perform various testing in a District 3 Laboratory. The inspector(s) will be responsible for doing various concrete, aggregate and/or HMA testing at the direction of the IDOT Laboratory Supervisor. All testing will be performed on IDOT equipment.

The Consultant may also be asked to provide on-site QA inspectors for Illinois and out-of state pre-stressed and pre-cast producers on an as-needed basis within the jurisdiction of District 3. All testing will be performed on IDOT equipment. The completion date for this contract will be 96 months after authorization to proceed

Key personnel listed on **Exhibit A** for this project must include:

- The Construction Inspectors. (1 to 4 individuals to perform on-site inspection, survey and QA inspection). A current IDOT Construction Documentation Certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

- The Materials Lab Inspectors. (1 to 2 individuals to perform aggregate, concrete, and/or HMA testing at the Ottawa, Pontiac, and/or Kankakee lab). Inspectors must have completed the following classes: IDOT 3 day mixture aggregate technician or 5 day aggregate technician course IDOT HMA Level I course
- The Pre-stressed/Pre-cast QA inspectors. (1 to 2 individuals to perform QA inspection at District 3 jurisdiction producer sites). Inspectors must have completed or be registered for the following training courses:
  - IDOT 3-day mixture aggregate technician or 5-day Aggregate Technician Course
  - ACI Concrete Field Testing Technician – Grade I.
  - PCI level I & II- Quality Control Personnel certification Program.

The prime firm must be prequalified in the **(Special Services) Construction Inspection** category to be considered for this project.

Statements of Interest including resumes of the key people noted above must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

20. **Job No. C-93-060-15, Various Phase III Projects, Various Routes, Various Counties, Region Two/District Three.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 29, 2015 at 11:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering services are required for the inspection, supervision, construction layout, field material testing (all field material testing will be completed with IDOT equipment) and field inspection for roadway rehabilitation throughout District 3. The various types of jobs are anticipated to consist of route and seal, patching, traffic signals, landscaping, milling and resurfacing, bridge repair and replacement, concrete pavement, and pavement marking. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Laboratory testing of materials is not expected to be required.

The Consultant will be asked to furnish a registered IL PE or an approved non-licensed engineering technician to act as Assistant Resident Engineer (ARE) or inspector on these projects. The Consultant is expected to perform onsite inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The ARE should be knowledgeable in the use of the department's documentation tracking system (ICORS).

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the sample project or on material coming in from the same plant is prohibited. At the negotiations meeting, the prime Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant may also be asked to continue the implementation of an existing Independent Weight Check program with the district. If necessary, the Consultant will be trained on how to manage the program and will be instructed on the correspondence required.

The Consultant must complete and submit final measurements, calculations, field books and all other contract record documents to the department no later than 30 days after final inspection of the project. The completion date for this contract will be 96 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Assistant Resident Engineer (minimum 10 years' experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of HOT Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- The Inspectors. (1 to 4 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience

and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

The prime firm must be prequalified in the **(Special Services) Construction Inspection** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

21. **Job No. C-93-059-15, Various Phase III Projects, Various Routes, Various Counties, Region Two/District Three.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 29, 2015 at 10:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering services are required for the inspection, supervision, construction layout, field material testing (all field material testing will be completed with IDOT equipment) and field inspection for roadway rehabilitation throughout District 3. The various types of jobs are anticipated to consist of route and seal, patching, traffic signals, landscaping, milling and resurfacing, bridge repair and replacement, concrete pavement, and pavement marking. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Laboratory testing of materials will not be required.

The Consultant will be asked to furnish a registered IL PE or an approved non-licensed engineering technician to act as Assistant Resident Engineer (ARE) or inspector on these projects. The Consultant is expected to perform onsite inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The ARE should be knowledgeable in the use of the department's documentation tracking system (ICORS).

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub consultants on the sample project or on material coming in from the same plant is prohibited. At the negotiations meeting, the prime Consultant, and sub-consultant(s) will disclose all current relationships with contractors.

The Consultant may also be asked to continue the implementation of an existing Independent Weight Check program with the district. If necessary, the Consultant will be trained on how to manage the program and will be instructed on the correspondence required.

The Consultant must complete and submit final measurements, calculations, field books and all other contract record documents to the department no later than 30 days after final inspection of the project. The completion date for this contract will be 96 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The Assistant Resident Engineer (minimum 10 years' experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of HOT Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- The Inspectors. (1 to 4 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience

and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

The prime firm must be prequalified in the **(Special Services) Construction Inspection** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

**22. Job No. P-93-017-15, Project Management (PM) Work for Various Local Roads Projects, Various Routes, Various Counties, Region Two/District Three.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 5, 2015 at 1:00 P.M.** at the Region Two/District Three Office in **Ottawa**.

A Project Manager (PM) Consultant is required for Phase I, II, and/or III engineering services. The PM will support IDOT staff in managing local agency projects. This work involves working directly with the local agency and their consulting firms as well as other bureaus in the department. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. The PM will be expected to perform work similar to an IDOT Local Roads Project Engineer and staff. Key staff from the PM will usually be required to perform the work in the District offices. This work may include engineering, technical support, engineering management, project control, administrative services, and field assignments necessary in bringing completion to projects expeditiously.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Teaming Agreements (formerly known as Joint Ventures) will not be allowed on this project.

The work anticipated for the local roads projects may include:

- Manage and/or coordinate Local Agency preliminary engineering projects assigned, including Phase I reviews in accordance with IDOT and Federal standards and contract administration.
- Manage and/or coordinate environmental work effort as related to assigned projects.
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented
- Work anticipated to manage Phase II projects:
  - Schedule and hold progress meetings as required to meet target letting dates
  - Coordinate submittals with other bureaus and agencies
  - Review documents in accordance with IDOT and Federal standards
  - Perform all necessary procurement roles as required
  - Manage and track project-level cost, schedule and budget requirements
  - Coordination with program-level and assigned project-level controls personnel
- Work anticipated for Project Control and Administration
  - Preparation and review documents for federal, state, and MFT reimbursements
  - Maintenance of various status reports for administrative coordination with other bureaus or local agencies.
  - Provide onsite inspection of maintenance, construction, and closures.
  - Update records of Project Control Numbers and provide them as needed
  - Prepare, review and record joint agreements and engineering agreements
  - Process invoice reimbursements and maintain related records.
  - Assist others in preparing executive reports
  - Any other work as may be required to complete local roads projects



- Provide engineering judgment and analysis in the review of county, township, and municipal projects funded with federal, Motor Fuel Tax (MFT), Township Bridge Program (TBP), and other state fund programs to ensure departmental and statutory obligations are being fulfilled as it relates to the proper expenditure of funds. This includes a complete onsite review of the local agencies' accounting practices and documenting discrepancies.

The department will furnish each Consultant staff member with a work station.

The estimated construction cost of these projects may range from \$10,000 to \$20,000,000. The completion date for this contract will 96 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work).
- Qualified support staff with experience in MFT/TBP invoicing, Administration and other Local Roads experience. QC/QA review of Phase I and II documents, Phase III inspection.

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Special Studies (Location Drainage)**  
**Location/Design Studies (Reconstruction/Major Rehabilitation)**  
**Special Services (Construction Inspection)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

23. **Job No. C-94-034-11, Construction Inspection for IL 116 from west of Media to US 67, Warren and Henderson Counties, Region Three/District Four.**

**This project requires 25% DBE participation.**

**The Complexity Factor for this project is 0.**

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 24, 2015 at 10:00 A.M.** at the Region Three, District Four Office in **Peoria**.

Construction contract 68A26 is located in Warren and Henderson Counties. Contract 68A26 consists of widening and resurfacing with drainage improvement of IL 116 from just west of Media to US 67 (Roseville bypass).

Phase III engineering services are required for the construction inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. This Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant will also provide their vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The construction project is scheduled for the June 12, 2015 letting with construction completed in 2016. The completion date for the contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

The prime firm must be prequalified in the **(Special Services) Construction Inspection** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

**24. Job No. D-95-026-15, Interchange Reconstruction at I-74/I-57, Phase II Project, Champaign County, Region Three/District Five.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 5, 2015 at 10:00 A.M.** at the Region Three/District Five Office in **Paris**.

Phase II engineering services are required for the preparation of plans and specifications for the I-74/I-57 interchange reconstruction project. The existing cloverleaf interchange will be reconstructed as a semi-directional interchange type with four (4) outside connector ramps, two (2) loop ramps, and two (2) fly-over ramps. I-74 will be expanded to a 6 lane cross section between Prospect Avenue and Duncan Road. Auxiliary lanes will be added to FAI 57 between I-74 and Olympian Drive. Structure replacements on the adjacent Mattis and US 150 routes will be necessary to accommodate the proposed interchange geometry.

A set of plans and specifications is required for each the following three construction projects:

1. F.A.I. 74 and F.A.I. 57 under Mattis Avenue Structure Replacements (S.N. 010-0100 & S.N. 010-0270)
2. F.A.I. 57 under US 150 Structure Replacement (S.N. 010-0050)
3. F.A.I. 74/F.A.I. 57 Interchange

The following structure replacements anticipated to be included in the overall project:

- S.N. 010-0018, F.A.I. 57 under F.A.I. 74 EB
- S.N. 010-0019, F.A.I. 57 under F.A.I. 74 WB
- S.N. 010-0050, F.A.I. 57 under US 150
- S.N. 010-0100, F.A.I. 57 under Mattis Avenue
- S.N. 010-0270, F.A.I. 74 under Mattis Avenue
- S.N. 010-2004, F.A.I. 74 over Copper Slough
- S.N. 010-8306, F.A.I. 57 over Copper Slough

Four new roadway structures will be included to carry proposed connector ramp roadways over proposed loop ramp roadways and two new roadway structures will be included to carry proposed directional ramp roadways over proposed mainline and ramp roadways. Several retaining wall structures and potentially noise wall structures will also be included in the overall project.

The Consultant's work is anticipated to include preparation of preliminary, pre-final and final structure and roadway construction plans and specifications for the three project divisions mentioned above.

The department will furnish the Consultant with the following:

- Approved Combined Design Report (CDR)
- Bridge Condition Reports (BCR)
- Type, Size and Location (TS&L) drawings for the structures listed above

- Structural Geotechnical Report (SGR) for the structures listed above
- Location Drainage Study
- Roadway Geotechnical Report
- Final Right-of-Way Plans
- Temporary and Final Lighting Plans
- As-built Construction Plans
- Existing survey and any additional survey as required

The estimated construction cost for this project is \$137,000,000. This project is tentatively set for a 2020 Letting. The completion date for this contract will be 48 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

#### **Highways (Freeways)**

#### **Structures (Highway: Advanced Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

25. **Job No. D-96-035-15, FAP 7 5 7 (IL 100/IL 106) over the Illinois River at Florence, Phase I Engineering services which include Context Sensitive Solutions (CSS) for Structure Replacement, Scott and Pike County, Region Four, District Six**

**This project requires 20% DBE participation.**

The **Complexity Factor** for his project is **0.07**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **April 29, 2015, at 1:30 P.M.** at the Region Four, District Six Office in **Springfield**.

Phase I engineering services are required for the preparation of a Location/Design Report, including necessary environmental reports for the removal and replacement of the IL 100 / IL 106 structure (S.N. 086-0001) over the Illinois River at Florence, and associated approach roadway work that could extend up to a mile or more east and west of the river. The existing structure is a lift-span bridge. Various alternatives are to be developed and studied during Phase I. Work will include the development of various alignment options including the no build and possible interchange. It is anticipated that this project will require an Environmental Assessment (EA). In addition, this project has been identified as a Context Sensitive Solutions (CSS) project.

The Consultant's work is anticipated to include preparation of a Location/Design Report, Environmental Assessment, traffic management analysis, cost estimates, accident analysis, hydraulic studies, public involvement activities, bridge condition report, preliminary bridge layout plan, preliminary plans, cross sections, CSS Study and Report, peer review of the District's Structure Geotechnical Report, route surveys (pick-up), land surveys, type, size and location (TS&L) drawings, preliminary roadway plans, right-of- way documents, drainage system design, and all other work related to complete Phase I and associated with the entire project.

This project is expected to include public involvement utilizing Context Sensitive Solutions (CSS). Public Involvement may include holding informational meetings and public hearings, preparation of exhibits for meetings and hearings, preparation and distribution of newsletters, and evaluating and incorporating comments from these meetings into the public involvement portion of the Location/Design Report. The Consultant may also be required to aid IDOT in coordinating and conducting meetings with a variety of stakeholder groups designed to generate input from local representation regarding the concerns and needs of the region in developing proposed location / alignment alternatives for the bridge replacement, and evaluating and incorporating the stakeholder input throughout the entire study to develop a recommended alternative. The CSS process will guide IDOT and help determine the alternative that is selected.

The department will furnish the Consultant the available survey notes, aerial photography and mapping, microfilm plans, existing right-of-way information, old soil boring logs, accident data, traffic data, utility coordination, environmental coordination, and any other available information.

The estimated construction cost for this project is \$80,000,000. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Hydraulic Analyses/Reports (Complex) (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of bridge condition reports and bridge layout (must be an Illinois Licensed Structural Engineer).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including water quality, noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented and approved in the firm's most recent Statement of Experience and Financial Condition.
- The person in charge of CSS/Public Involvement procedures. Include a detailed description of CSS/public involvement work he/she has directed involving facilitation public meetings and public hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Roads and Streets)**  
**Location/Design Studies (New Construction/Major Rehabilitation)**  
**Structures (Highway: Complex)**

The prime Consultant must also be prequalified in **Environmental Reports (Environmental Assessment)** and must perform all of the environmental work using staff that has been presented and approved in the firm's most recently approved Statement of Experience and Financial Condition or your firm may use a single subconsulting firm that is prequalified in **Environmental Reports (Environmental Assessment)** to perform all of the environmental work. The subconsultant's staff must be the same as presented and approved in their most recently approved Statement of Experience and Financial Condition.

Statements of Interest, including resumes of key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification System (EPAS).

26. **Job No. P-96-200-16, Local Roads Project Management (PM) Services for Various Projects, Various Counties, Region 4/District 6**

**This project requires 10% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **May 6, 2015 at 10:00 A.M.** at the Region Four/District Six office in **Springfield**.

Engineering Services are required for a Consultant Project Manager (PM) for various IDOT local agency sponsored and department led processes and/or projects throughout District Six. This work may involve working directly with the local agency and/or its Consultant firm. Work orders under the blanket agreement will be negotiated and authorized on an as needed basis. All work for this project may be in either English or metric units.

The PM will be expected to perform work similar to IDOT Local Roads staff. Key staff from the PM Consultant may be expected to perform work in the district offices as required. This may require working in the district offices from two to five days a week. The work may include engineering, technical, management, administrative services, and other work as necessary to assist bringing numerous projects to completion in accordance with established schedules. This work is expected to consist of managing all facets of Phase I, II, and/or III engineering for Local Agency sponsored projects or for State sponsored projects with local participation.

In addition, the Consultant may also be required to act as a Project Manager (PM) for various processes led by the department and/or projects throughout the District. The PM Consultant, if required, may be assigned to manage all facets of Phase I, II, and/or III engineering for department led projects. This work may also require working in the district offices from two to five days a week.

The elected Consultant and/or their subconsultants are prohibited from managing projects where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Teaming Agreements (formerly known as Joint Ventures) will not be allowed on this project.

The anticipated work may include, but not be limited to:

- Manage all facets of Local Agency and Department Led Phase I, II, and III engineering projects as assigned including but not limited to:
  - Review deliverables for compliance with departmental policies
  - Monitoring the project scope, schedule, and budget
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;

- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Provide engineering judgment and analysis in the review of county, township, and municipal projects funded with federal, Motor Fuel Tax (MFT), Township Bridge Program (TBP), and other state fund programs to ensure departmental and statutory obligations are being fulfilled as it relates to the proper expenditure of funds. This includes a complete review of the local agencies' accounting practices and documenting discrepancies;
- All other work as required to manage the Local Roads Projects and department led projects.

The completion date for this contract will be 36 months after the authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer)
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer)
- The person who will perform and/or review the design of bridges and structures (must be an Illinois Licensed Structural Engineer)
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

Statements of Interest must also provide the approach the firm will take on this project along with a summary of management experience and Local Roads project experience. A disclosure of any previous or open contracts between the firm and any local agencies must also be included.

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Freeways)**  
**Structures (Highway: Typical)**  
**Location/Design Studies (Rehabilitation)**  
**Special Services (Construction Inspection)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).



27. **Job No. D-97-032-10; Various Phase I/II Projects, Various Routes, Various Counties, Region Four, District Seven.**

**This project requires 15% DBE participation.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scope of Services meeting on **April 29, 2015** at **1:30 P.M.** in the Region Four, District Seven Office in **Effingham**.

Phase I/II engineering services are required for various projects throughout District Seven. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in English or metric units.

The Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analysis, geometric studies, preparing bridge condition reports, and preparing project reports (categorical exclusion projects only). This work will include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, bridge condition reports, TS&L, structure plans, and other related work and exhibits necessary to produce the Project Report, as necessary. Numerous Hydraulic Report reviews and Bridge Condition Report reviews along the US 51 corridors in Shelby, Fayette and Marion Counties will be included as work performed under this contract.

The Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, geometric studies, preparation of TS&L structure plans, roadway plans, necessary right-of-way documents, and any other related work to complete final plans, specifications, and estimates, as necessary.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, and/or new roadway projects. No work on these projects is to occur until the work order is assigned.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, and other information.

The estimated construction costs of each project may range from \$100,000 to \$3,500,000. It is anticipated that this contract will include approximately 3 to 15 different projects. The engineering services required may consist of only a portion of the total engineering work on a certain project. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this contract must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).

- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible in the development of the reports and/or plans (must be an Illinois Licensed Professional Engineer)
- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Location Design Studies (Rehabilitation)**  
**Structures (Highway: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

28. **Job No. C-30-009-15 Structural Steel Shop Fabrication Inspection, Statewide Various Routes, Various Counties Bureau of Bridges and Structures.**

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 1, 2015 at 1:30 P.M.** at the Harry R. Hanley Building, Bureau of Bridges and Structures in **Springfield**.

Phase III engineering services are required for structural steel shop fabrication inspection. Attachment A, showing Inspection Requirements, is enclosed for your consideration. If interested in providing these services for the department, please provide the following information: 1) your firm's previous experience with this type of work and Illinois Department of Transportation (IDOT) specifications; 2) names of key personnel along with one page resumes indicating technical and managerial qualifications; 3) availability of inspection personnel and your firm's anticipated workload during the next two years; 4) branch office locations; 5) your firm's calculated burden and overhead rate.

Since, the location and duration of projects to be covered by this contract are uncertain, we are providing the following estimated annual requirements:

Inspector Qualifications	Straight Time (Hours)	<u>Overtime</u> (Hours)
CWI and UT Level II (Shop)	50	10
CWI (Shop)	2000	100
Non CWI (Shop)	350	50
UT Level II (Field)	20	0
Inspection Manager (Site Meeting)	10	0

Services will also entail an estimated: 240 days of per diem per year and significant travel.

Each inspector is expected to be a member of the agency's inspection staff. The use of temporary personnel hired from the local area for inspection shall be prohibited unless approved by the department on a case-by-case basis. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. The contract will be monitored and administered by the IDOT Bureau of Bridges and Structures.

The completion date for this contract will be 36 months after authorization to proceed.

Statements of Interest, including resumes of the key people, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS). Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov).

## **ATTACHMENT A**

### **INSPECTION REQUIREMENTS**

#### **SECTION I - INSPECTORS**

Quality Assurance (QA) Inspectors shall be fully-trained employees of the CONSULTANT, experienced in the inspection of materials, workmanship and procedures involved in the work. The use of personnel temporarily hired for inspection shall be prohibited unless approved by the DEPARTMENT on a case-by-case basis. QA Inspectors may not be in any position of self-interest, direct or indirect, with the producers or processors of the work involved. The name and address of each inspector expected to be employed in this work shall be filed by the CONSULTANT with the DEPARTMENT, together with a brief summary of qualifications. When more than one inspector is assigned to a project, the CONSULTANT shall designate one as the lead inspector, who will assume the responsibility of coordinating the inspection effort and filing all reports in addition to inspection duties. The CONSULTANT shall not change inspectors on the project without prior notification to the DEPARTMENT. The DEPARTMENT shall have the right to order the removal of any inspector from the DEPARTMENT'S work for failure to perform to the satisfaction of the DEPARTMENT.

1. The inspectors shall personally make inspections and reports as required by the DEPARTMENT for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations, and re-inspections, when required by the DEPARTMENT.
2. Each inspector shall be familiar with the approved shop drawings and DEPARTMENT standard specifications pertaining to the fabrication inspected, as well as applicable codes and specifications of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT).
3. No variations from the approved shop drawings or the Contract documents shall be permitted by the inspector, except upon specific instructions by the DEPARTMENT.
4. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Department, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
5. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manager personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.

6. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.
7. Field (construction site) QA Inspectors will be reimbursed for per diem, and daily mileage/travel time for up to 40 miles or travel time to/from their home to the field site work, whichever is less.

## SECTION II - CONDUCT OF INSPECTORS

QA Inspectors shall perform their duties under the contract in a courteous manner. They shall maintain fair and professional relations with personnel of the shops inspected and direct formal communication to the shop's Quality Control staff or management, as appropriate. QA Inspectors will not perform Quality Control duties for the shop or direct production personnel, except to note hazardous conditions that might result in injury or damage.

## SECTION III - SHOP INSPECTION

QA Inspections typically cover steel or aluminum fabrication, but other materials may occasionally be involved.

Any shop error or material deficiency observed which, in the opinion of the inspector, may be cause for rejection shall be reported to the Contractor's QC or production management and the DEPARTMENT. Inspectors shall verify that repairs are made or report inadequate corrections to the DEPARTMENT. Inspections in the shop shall verify: the condition of materials, workmanship, dimensional accuracy, quality of welding, the proper application of heat, accuracy of punching, reaming and assembly, proper torque of bolts, fit of machine finished joints, conformance of cleaning and painting to the contract specifications, etc. QA Inspectors shall identify significant or recurring defects and document the adequacy of the Contractor's corrective actions and Quality Control Plan.

The following list is not all-inclusive, but shows typical inspector activities to verify compliance with contract requirements.

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.

3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.
8. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
9. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
10. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
11. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
12. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
13. Check for "lefts" or "rights" and number of parts.
14. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting.

15. ILDOT-approved batches of paint are to be applied in accord with the contract and manufacturer's product data sheet. Verify paint batch approval by the DEPARTMENT. Monitor mixing of components, humidity, metal and air temperature and application patterns.
16. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the DEPARTMENT, and re-entrant cuts must be finished in accord with contract requirements.
17. Verify QC measurements for center to center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
18. Check workmanship (dimensionality, straightness, finish, etc.) in accordance with requirements of applicable specifications.
19. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
20. Mill test reports should be obtained from the contractor's QC or the DEPARTMENT and correlated with the primary member material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for "CVN", "NTR" or Fracture Critical material. The material grade (e.g.: Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced ("Melted and Manufactured in the USA" or similar).
21. Report significant fabrication deficiencies (e.g.: requiring substantial removal and replacement of welds or paint, mislocated holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC or Engineer to the DEPARTMENT prior to repairs. Attachment and removal of temporary fabrication or handling must employ DEPARTMENT approved methods.
22. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the DEPARTMENT.

## SECTION IV - WELDING

### Prior to Welding:

1. The QA Inspector shall verify the current qualifications of each welder for process(es) and position(s) used on the project. Welder qualification shall be performed in accord with the applicable AWS code (D1.1, D1.2 or D1.5), and the QA Inspector may witness alignment of the test plates, the welding preparation of the coupons, and/or tests performed in the fabricator's shop. (In the absence of test facilities in the shop, the fabricator shall forward the properly identified coupons to a testing laboratory acceptable to the Department). Also, discuss with quality control the traceability of each welder's work, noting that no permanent indications (die stamps, welded figures) shall be allowed on finished work.
2. Ensure weld procedures are ILDOT approved and understood by the welders, welding foremen and quality control.
3. Prior to fitting welded joints, examine the condition of the material, especially for defects or contamination in the joint area.
4. Check fit-up of joints that are to be welded, including root face, angle of bevel, the alignment of the parts, and the uniformity of root opening.
5. When applicable, ensure run-on/run-off tabs are of adequate length, shape, material type and size to allow full weld throat the entire length of the joint.
6. Check surfaces to be welded for cleanliness, with mill scale and rust removed to the extent required, and absence of moisture, lubricants or other foreign material detrimental to welding.
7. Visually inspect tack welds for integrity and defects. Observe preheat prior to tacking where required. They are to be as small as practical. No temporary welds are allowed on any flange or web solely for positioning or restraint. Tack welds on flanges and webs must be incorporated in the final weld.
8. Review weld joints shown on the shop drawings for potential conditions which may require weld sequencing or heating parameters not specified on the approved weld procedure, and notify QC and the DEPARTMENT of such situations.
9. Review shop report forms utilized for nondestructive testing and discuss any concerns with Quality Control.
10. Discuss the condition and calibration of welding equipment with Quality Control. Verify gauges (amperage, temperature, wire feed speed, voltage, etc.) are periodically checked



for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

During Welding:

1. Ensure the correct weld consumables are utilized, are in satisfactory condition and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract. For fracture critical joints, plan for sequential inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector when such work will be performed.
3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances.
4. Ensure welds start in the area where weld is to be deposited. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld unless they are made using an approved weld procedure. Cracked tack welds shall be removed before welding over their location.
5. On subsequent passes for flange and web butt joints, observe if split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal shall be permitted without the specific approval of the DEPARTMENT.
7. After butt welds have cooled, if the parts joined are not in alignment corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat and/or pressure. If misalignment is significant, corrective work shall be done using QC-proposed methods approved by the Engineer.
8. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

#### After Welding:

1. Welds shall be cleaned of slag and examined by QC. When blast cleaning is required, a general examination of welds and material shall also be done after blasting and before painting.
2. Any weld geometry exceeding welding code limits shall be corrected to meet tolerances. Ends of repair welds shall transition smoothly into existing welds.
3. Excess metal at butt welds shall be removed by grinding. Plate thickness or width transitions shall be sloped as shown on the shop drawings with smooth transitions at the thinner/narrower plate. Over-grinding at this location must be corrected using Engineer-approved methods before NDT.
4. All runoff tabs shall be removed without damaging permanent material. Thermal-cutting may be used, provided the final preparation is done by grinding.

#### SECTION V - RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

1. All radiographic inspection required by the Contract shall be performed by the Contractor for the DEPARTMENT.
2. The QA Inspector shall verify that radiographs are numbered in accordance with the requirements of the Radiograph Sheet and that all radiograph film numbers are recorded on the sheet corresponding to joint locations in the structure.
3. The QA Inspector shall review all radiograph reports. If the QA Inspector and the Contractor cannot agree with respect to the report, the Engineer will review any film in question, and provide a determination of acceptability. Once the report is signed, the QA Inspector shall keep the original set of reports and film until fabrication is complete and then submit all reports and radiographs to the DEPARTMENT for filing. On large structures, submittals may be on interim basis as required by the DEPARTMENT.

#### SECTION VI - MAGNETIC PARTICLE INSPECTION

1. The QA Inspector shall ensure magnetic particle inspection (MT) is done in accordance with ASTM E 709 and the Contract.
2. The Contractor performs the MT required by the contract for the DEPARTMENT and submits a report to the QA Inspector of all findings. The QA Inspector shall periodically witness the testing and, if satisfied as to the technique and results, retaining original reports and giving one copy to the fabricator. The QA Inspector shall forward a complete set of the original reports to the DEPARTMENT at the end of the project.

## SECTION VII - ULTRASONIC INSPECTION

1. Ultrasonic testing (UT) required by the Contract shall be performed by the Contractor. The Contractor is to submit a report to the QA Inspector of all findings. The QA Inspector shall be familiar with proper UT application, and periodically witness testing, including set-up and recalibration. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accord with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.
2. UT may also be required at field locations utilizing the Consultant's equipment when requested by the DEPARTMENT. (The Department shall provide access, traffic control and assistance as required).
3. For UT performed by the Contractor, the QA Inspector shall include the reports in the project file and return one copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The QA Inspector shall forward the original UT reports to the DEPARTMENT at the end of the project.

## SECTION VIII - SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.
2. Structural steel shall not be shop cleaned or painted until its fabrication has been accepted by QC: this is not mandatory but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. Thermal cut edges shall be ground before blasting to achieve the required profile. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curling of preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the DEPARTMENT'S Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accord with the manufacturer's guidelines.
4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting

does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.

5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accord with Contract requirements and the paint manufacturers' guidelines prior to shipment.
6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.



# Illinois Department of Transportation

## **Revised District 2 Class Dates** **Added 2<sup>nd</sup> District 8 Class Date**

### **STTP S-33 Soils Field Testing and Inspection Course**

**Course Objectives:** This course prepares construction and materials personnel with the basic skills and guidance to properly perform field testing and inspection of subgrade, embankment, and shallow foundations for various structures. This course also describes common geotechnical problems and the remedial actions generally used to correct them.

Upon successful completion of the course, students should be able to:

- Determine the field moisture content along with the in-situ wet and (corresponding) dry densities
- Use the Family of Curves and One Point Proctor to determine the Standard Dry Density (SDD) and Optimum Moisture Content (OMC) of a given soil
- Determine percent compaction and percent of OMC
- Determine soil stability and strength in the field using a Static and Dynamic Cone Penetrometer
- Properly inspect embankment construction
- Check roadway subgrades and determine undercut and treatment depths
- Perform inspection and soil testing to verify or establish the adequacy of foundation material for box culverts and shallow structure foundations

Successful completion of this course meets consultant eligibility requirements for Department prequalification.

### **Course Materials:** [Soils Field Testing and Inspection: Course Reference Manual](#)

If an updated version is available it will be provided in class.

Students will need to bring a pencil, calculator and note pad with them.

**Enrollment:** Please have one coordinator from your company contact Mr. Jody Meador at 217-782-0553 or preferably by email at [Jody.Meador@illinois.gov](mailto:Jody.Meador@illinois.gov) to enroll students in a class. Each student will be put on a waiting list for the class of their choice. Two to three weeks prior to class start the student or coordinator will be contacted with confirmation of enrollment. If the student cannot be enrolled in the class, they will be contacted and asked for their second class choice.

There is no fee for this class at this time.

**Schedule:** Each class is three days. The first day starts at 1:00pm and ends at 4:30pm. The second day starts at 8:30 and lasts until 4:30pm. The third and final day starts at 8:30 and ends around noon. The 2014-15 training schedule is listed below:

**Dates for the classes below are tentative and may be changed based on conflicts for the instructors or class rooms.**

**If 15 students haven't signed up three weeks prior to a class, that class will be cancelled.**

**IDOT District One - Materials Laboratory,  
101 West Center Court, Schaumburg, Illinois 60196**

- December 9-11, 2014
- January 13-15, 2015
- February 17-19, 2015
- March 17-19, 2015

**IDOT District Two – Assembly Room,  
819 Depot Ave., Dixon, Illinois 61021**

- March 4-6, 2015

**IDOT District Eight – Training Room,  
1102 Eastport Plaza Drive, Collinsville, Illinois 62234**

- January 28-30, 2015
- March 31 – April 2, 2015

## **NOTICE OF TRAINING OPPORTUNITY**

### **Updated 9-23-14**

#### ***LAKELAND COLLEGE TRAINING COURSES***

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

Fax: (217) 234-5381 E-Mail: [idotqcqa@lakeland.cc.il.us](mailto:idotqcqa@lakeland.cc.il.us)

Internet Homepage: <http://www.lakeland.cc.il.us/as/idt/index.cfm>

#### ***NATIONAL HIGHWAY INSTITUTE (NHI) COURSES***

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<https://www.nhi.fhwa.dot.gov/default.aspx>

#### ***NATIONAL TRANSIT INSTITUTE (NTI) COURSES***

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>

#### **ILLINOIS CENTER FOR TRANSPORTATION**

University of Illinois at Urbana-Champaign Erosion Control Research and Training Center (ECRTC).

Please visit the web-site for further information on course schedule and registration information:

<http://ict.illinois.edu/outreach/erosion-control-workshop/>

For questions about registration and cancellations contact:

Trachia Wilson

Email: [tstolz@illinois.edu](mailto:tstolz@illinois.edu)

Phone: 217-300-3197.

# Notice for Teaming Clarification

5-1-14

The Joint Venture terminology is no longer being used. We are still allowing the practice of multiple firms joining efforts (prequalification categories and staff) to submit as a prime on a Professional Transportation Bulletin. Only the name has changed. The term Teaming is now used instead of Joint Venture. The Name Change is the only change.

The action of joining forces with another consultant to submit on a Professional Transportation Bulletin is now called Teaming. All policies and procedures referring to Joint Venture still apply with Teaming as the new name of the effort.

When submitting as a team, the collective prequalifications of the team are used to determine eligibility. When a Team is selected, negotiations proceed with the Team. Contracts are executed with the Team at the end of successful negotiations.

Statements submitted by Teams may be considered unless specifically prohibited in the advertisement. The Team Agreement is signed by all parties and must be included with the statement of interest.

The Team entity will have the sum of the individual firms' prequalification, capacity and evaluation history. IDOT **DOES NOT** have a form for Team agreements. The firms submitting as a Team are required to obtain and submit the Team agreement.

If a firm is submitting as part of a Team, then the firm may not submit as a prime alone or as part of another Team on the same item. The required insurance coverage applies to the Team entity. Each individual firm's current obligations (work left), delinquent debt, Iran disclosure, and disclosure forms A&B must be completed by each of the team members.

The Team entity will submit one statement of interest with the following specified:

- The firm managing the Team/Project, i.e. the lead firm;
- The Firm invoicing (typically the lead firm);
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing);
- Key personnel names with firm name on Exhibit A.

Teams can be submitted through EPAS. The firm's interested in performing as a Team must coordinate with each other and submit through EPAS. The lead firm should submit the Team Agreement and the Team entities must submit the required forms. See the EPAS Instruction manual.

Review the EPAS Instruction Manual for details on submitting Statements of Interest through Teaming: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#SOI>

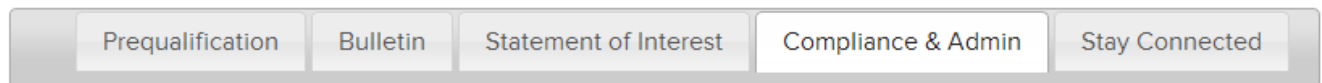


# Notice

## Reminder for Payroll Rate Sumbittal

To avoid delays and expedite the agreement process it is critical to use the latest forms. Go to the IDOT website and use the latest form for updating the firms Payroll Rates. **Do Not use existing forms.** [Escalation Template](#) Revised 10/13.

Additional Information for the Cost Estimates and Consultant Services is available on the website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Resources>




## Compliance & Administration

Selected firms will receive the name of the IDOT Project Manager who will be the sole point of contact for the contract. This section of the website organizes all relevant information needed fro the following processes.

Agreement ExecutionAdministration of the ProjectPolicy & Procedures

### Agreement Execution

The [Standard Agreement Provisions for Consultant Services \(SAPCS\)](#)  are incorporated into the agreement and along with the scope of services, schedule, and cost. The agreement process is initiated after the selection is made in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act.

For the requirements of a complete agreement proposal package please select the appropriate type of agreement below.

▸ Prime Agreement

▸ Supplemental Agreement

# NOTICE:

Now available on the internet:

- Templates for Quarterly and Final Mentor-Protégé Reports.
- Mentor-Protégé Implementation has been revised.
- Assessment Templates for the Mentor and Protégé are also available.

See : <http://www.idot.illinois.gov/doing-business/procurements/Industry-Marketplace/mentor-protege/index#Engineering>

Construction

Engineering

## Engineering

The Engineering Mentor-Protégé Program was created in 2009 at the Illinois Department of Transportation. Please select from the following topic below to view more information.





▸ Learn More

▸ How to Get Started


▾ Forms

This section provides necessary forms/templates your firm will need to access/complete throughout the duration of the agreement.



**Submitting a Plan**

- [Plan approval letter template](#) 
- [Phase I Mentor Protégé Example Template](#) 
- [Phase II Mentor Protégé Example Template](#) 
- [Phase III Mentor Protégé Example Template](#) 


**Compliance**

- [Mentor-Protégé Compliance Check Sheet](#) 

**Reporting**

- [Quarterly Report](#) 
- [Final Report](#) 

**Required Assessments**

- [Mentor Assessment](#) 

## **NOTICE**

**2-26-13**

This requirement is NOT a criteria for Selection.

For PTB 166 and all subsequent PTB's and related supplements:

TRAINING/APPRENTICESHIP PROGRAMS. The CONSULTANT and all CONSULTANT's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all on-site construction related activities, including material testing and drilling, performed by laborers, workers and mechanics. For purposes of this Agreement, engineers, architects and land surveyors are considered "professional services" as defined in Section 30-15 of the Procurement Code and are not considered laborers, workers or mechanics. With respect to material testing and drilling, these requirements do not apply where the work is performed in a county without a prevailing wage classification for material testing as provided by the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

For the listing of prevailing wage classifications within a county, go to The Illinois Department of Labor.

<http://www.illinois.gov/idol/Pages/default.aspx>

## **ELECTRONIC PLAN SUBMITTAL**

The Department of Transportation is in the process of implementing an electronic bidding process. In preparation of the new bidding process, the electronic submittal of plans from each District office to the Central Bureau of Design and Environment is being implemented. Effective for the March letting in addition to the paper copies required by each District, all contract plans and specifications will have to be submitted electronically to the District office. Please reference the CADD ROADWAY AND STRUCTURE PROJECT DELIVERABLES POLICY for information on the electronic submittal.

The policy is available on our website under doing business/ consultant services/ CADD Roadway Guideline or this link:

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/index>.

As a reminder CADD related files ( dgn & gpk) are also required at the time of plan submittal to the District office. If you have any questions regarding electronic plan submittal, please contact the CADD supervisor in the appropriate District.

# **SB 51 Rules**

## **Impacts**

- Reporting is required on all communications with outside entities that do or want to do business with a state employee if the conversation is procurement specific.
- IDOT immediately recognizes the issues with reporting publically procurement conversations.
- IDOT stopped scheduling meetings with outside entities about future procurements.

## **SB 51 Communications Reporting Aftermath**

- Two long years pass
- Firm/vendors hire and lose talent
- Firm/vendors purchase new technology
- Firm/vendors develop other relationships

## **SB 51 Communications Report Relief**

- Senator Harmon has a task force that is looking at the procurement reform legislation to see if additional changes to the procurement laws are appropriate.
- Task force will continue their work through the summer.
- No action to date.

## **New Rules**

- IDOT staff determines their schedule.
- Firm/vendor must provide an agenda two days before the meeting.
- Consulting firm/firm/vendor must take notes.
- All IDOT employees should also take notes.
- Outside entities must sign an OCC 2500 Form that they are aware of the communications reporting laws and will adhere to all of IDOT's policies.
- Lobbyists of firm/vendors are not prohibited from attending these scheduled meetings since no reportable discussions are to take place. Meetings with lobbyists are permissible as long as these rules are followed.
- No meetings less than two weeks before a Selection Committee Meeting or construction letting.
- All notes, the form signed by the firm/vendor and the agenda provided should be retained by the IDOT employee that scheduled the meeting.

### **▪ Discussions are limited to:**

- Firm/vendor personnel
- Firm/vendor past experience
- Work done for local agencies, other state agencies or other states
- Technology
- Goods or Services performed by firm/vendor

### **▪ NO PROCUREMENT DISCUSSION – PERIOD**

- If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
- If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

# Notice

## Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University of Illinois- Illinois Center for Transportation, and coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) <http://ict.illinois.edu/> is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration. Mary J. Fries can be contacted at [mjfries@illinois.edu](mailto:mjfries@illinois.edu) or (217)552-2432. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website <http://ict.illinois.edu/outreach/documentation-training/>

Typically, in late September/early October the class schedule for the next fall/winter/spring's Documentation of Contract Quantities classes is posted. Also, firms can sign up for an automatic email reminder via ICT's website (see "Join Notification List") whenever new information is posted on their website.

# NOTICE

## METHOD OF PAYMENT

Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:

Compensation = DL+DC+OH+FF

**Where FF:**

For Prime Agreements is:

$(0.37 + R)DL + \%DL$

When % is:

1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs

3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs

5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

For Sub-Consultants

$(0.37 + R)DL$

**Where:**

R= Complexity Factor: 0, 0.035, or 0.07

DL = Direct Labor

DC= Direct Cost

OH= Overhead Rate

# Notice Of IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for both these items will be automatically e-mailed to the subscriber upon release.

Located at: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Connect>

## **Instructions to Subscribe**

*Please Note:*

*By subscribing to the IDOT-PTB list, you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin*

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: [subscribe-dot-ptb@lists.illinois.gov](mailto:subscribe-dot-ptb@lists.illinois.gov)
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

## **Instructions to Unsubscribe**

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: [unsubscribe-dot-ptb@lists.illinois.gov](mailto:unsubscribe-dot-ptb@lists.illinois.gov)
2. Send the message.
3. A confirmation e-mail will be sent to you removing you from the subscription list.



Return To: Cement and Concrete Reference Laboratory  
At NIST  
100 Bureau Drive, Stop 8616  
Gaithersburg, Maryland 20899-8618  
Phone: 301-975-6704  
Fax: 301-975-2243  
Email: [ccrl@nist.gov](mailto:ccrl@nist.gov)

**APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:**

Name: Mark Gawedzinski, BMPR Pre-Qualification Coordinator  
Company: Illinois Department of Transportation  
Bureau of Materials and Physical Research  
Address: Springfield, Illinois  
Email Address: [mark.gawedzinski@illinois.gov](mailto:mark.gawedzinski@illinois.gov)  
Phone: 217-782-2799

For:

Laboratory Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
CCRL Laboratory Number: \_\_\_\_\_

I hereby give permission to CCRL to release copies of proficiency sample reports:

\_\_\_\_\_  
Signature (mandatory)      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

NOTICE  
Effective January 24, 2008

Illinois Department of Transportation  
Requirements for Verification of Quality Assurance Consultants Enrollment in  
the AMRL Proficiency Assessment Program

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

<http://amrl.net>

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

AASHTO (Illinois Modified)	ASTM	Description
<b>AGGREGATES</b>		
T 11 (IL)	C117	75-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
<b>HOT-MIX ASPHALT</b>		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
<b>CONCRETE</b>		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

IDOT AMRL Proficiency Verification  
Page 2

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

Laura Mlacnik, P.E.  
Engineer of Materials  
And Physical Research

# Notice For

## Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/index>

Aeronautics Part 14 Aviation Safety Rules

Aeronautics Part 16 Airport Hazard Zoning Rules

All Bridge Designer Memoranda

Bureau of Bridges and Structures Documents, Manuals and Procedures

Bureau of Construction Current Construction Memorandums Bureau of Design and Environment Manuals & Memorandums Bureau of Land Acquisition Policies and Procedures Manual Updates

Coded Pay Items

CREATE Manuals

Land Acquisition Manual

Bureau of Local Roads Circular Letters

Bureau of Local Roads Manual

Bureau of Safety Engineering Programs, Policies & Manuals

Construction Manual

Geotechnical Documents Manuals and Procedures

Government Electronic Records Act

IDOT Drainage Manual

Illinois Highway Info System Roadway Info & Procedure Manual

Illinois Highway Info System Structure Info & Procedure Manual

Illinois Highway Info System Railroad Info & Procedure Manual

Illinois Traffic Monitoring Program

Manual on Uniform Traffic Control Devices Oversize/Overweight Permit Policy Manual Project Procedures Guide

Quality Standard for Work Zone Traffic Control Devices

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: <http://www.idot.illinois.gov/doing-business/sales/manual-sales/index>

## NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Prequalification>) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (<http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact Carol Lyle in the Office of Business and Workforce Diversity.

## **“Special Notice Regarding Disadvantaged Business Enterprises”**

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm's letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT's Division of Highways' Bureau of Design and Environment (BDE). IDOT's Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.idot.illinois.gov> under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE's Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

Notice  
Of Requirement For  
Illinois Department of Human Rights (IDHR)  
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site [http://www.state.il.us/dhr/Programs/DHR\\_PBCT.htm](http://www.state.il.us/dhr/Programs/DHR_PBCT.htm) or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, *or renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

## **Overtime Billing** **for** **Engineering Consultant Contracts**

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)



# NOTICE For Prequalification of Consultants & DBE Revisions

**Prequalification:**

As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

**DBE Participation:**

The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

## **NOTICE OF TRAINING OPPORTUNITY**

### **Updated 9-23-14**

#### ***LAKELAND COLLEGE TRAINING COURSES***

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

Fax: (217) 234-5381 E-Mail: [idotqcqa@lakeland.cc.il.us](mailto:idotqcqa@lakeland.cc.il.us)

Internet Homepage: <http://www.lakeland.cc.il.us/as/idt/index.cfm>

#### ***NATIONAL HIGHWAY INSTITUTE (NHI) COURSES***

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<https://www.nhi.fhwa.dot.gov/default.aspx>

#### ***NATIONAL TRANSIT INSTITUTE (NTI) COURSES***

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>

#### **ILLINOIS CENTER FOR TRANSPORTATION**

University of Illinois at Urbana-Champaign Erosion Control Research and Training Center (ECRTC).

Please visit the web-site for further information on course schedule and registration information:

<http://ict.illinois.edu/outreach/erosion-control-workshop/>

For questions about registration and cancellations contact:

Trachia Wilson

Email: [tstolz@illinois.edu](mailto:tstolz@illinois.edu)

Phone: 217-300-3197.